



Maryland State Archives

Hall of Records Commission Meeting Minutes

November 14, 2019 12:00 noon

Electronic Classroom, Maryland State Archives

Call to Order by Chair

The Chair called the meeting to order at 12:03

Attendees

The Honorable Mary Ellen Barbera, *Chief Judge, Court of Appeals, and Chair of the Hall of Records Commission*

Dr. Richard Bell, *designee of the Chancellor, University System of Maryland*

Ms. Samantha Igo, *representative of the Comptroller of Maryland*

Ms. Catherine Dixon, *designee of the President, St. John's College*

Dr. Ida Jones, *designee of the President, Morgan State University*

Mr. Mark B. Letzer, *President and CEO, Maryland Historical Society*

The Honorable Samuel I. "Sandy" Rosenberg, *House of Delegates*

Mr. Jordon Steele, *designee of the President, Johns Hopkins University*

Mr. Michael Swygert, *representative of the Secretary, Department of General Services*

Opening Remarks / Special Announcements

The Chair conveyed Senate President Thomas V. "Mike" Miller's regrets that he could not attend the meeting.

Special Guests

The Chair recognized the following new representatives and special guests to the Commission:

Ms. Shaconda Haynie, *Records Management Specialist, Department of General Services*

Ms. Samantha Igo, *representative of the Comptroller of Maryland*

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting Minutes, May 11, 2019:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc_minutes_spring2019.pdf

Delegate Rosenberg moved to approve the Minutes as drafted and the motion carried unanimously.

Records Retention & Disposal

Kathryn Baringer, Director of Appraisal and Description, reported that since the last meeting 43 retention schedules had been approved, 20 from state agencies, 15 from county agencies, and 8 from municipal government. The Archives also received 224 disposal certificates, with 169 filed electronically.

Mr. Steele moved to approve the Records Retention Schedules and Disposal Certificates as presented and the motion was carried unanimously.

State Archivist's Report

Departure of Kevin Swanson- Senior Director

Timothy Baker, State Archivist and Commissioner of Land Patents, noted the upcoming retirement of Kevin Swanson, Senior Director of Records and Access, and commended Mr. Swanson for the many significant contributions he has made to the agency over the course of a 35-year career. Mr. Baker and Chief Judge Barbera presented Mr. Swanson with a Governor's Citation.



Mr. Baker also introduced staff who had assumed increased responsibilities since the last meeting of the Commission:

- ❖ Kathryn Baringer, Director, Appraisal and Description, will now report directly to the State Archivist
- ❖ Maya Davis has been named as Legislative Liaison
- ❖ Dale King has been named Deputy Director, Constituent Services
- ❖ Corey Lewis has been named Director, Constituent and Interagency Services
- ❖ James Watson has been named Director, Digital Acquisition, Processing and Publication

New Initiatives

Publications:

Mr. Baker reported that the Archives will publish two books in early 2020, *The Maryland State House: 250 Years of History* and an updated edition of *A Guide to the History of Slavery in*

Maryland. In addition, the Archives hopes to soon publish the research of the *Finding the Maryland 400 Project*.

The Commission on Artistic Property's Traveling Exhibition

Mr. Baker reported that in celebration of the 50th Anniversary of the Commission on Artistic Property a traveling exhibition - to be shown in four regions of the state: Western Maryland, Central Maryland, Southern Maryland, and the Eastern Shore - will bring together diverse highlights from the State's art collection that is overseen by the Archives. An accompanying publication is anticipated, and one hundred copies will be provided to the host site which may be given out at the opening or sold in the museum shop.

Search Room Improvements

Noting their condition and security deficits, Mr Baker reported that the Archives is exploring the acquisition of new, more versatile tables for patron use in the Search Room.

A Legacy Mace for the Maryland Senate

Mr. Baker reported that Archives staff are working with silversmith Henry Powell Hopkins III, to design and fabricate a ceremonial mace for use in the Maryland State Senate.

Mr. Baker stated that, though Senate President Mike Miller's legacy has already clearly been "sealed," it would be appropriate to commemorate his many years of leadership and service through the creation of this symbol of lawful authority and legislative independence.

Mr. Baker noted that none of the new initiatives would be fully funded with General Fund support, but would be undertaken by combining funds from a variety of sources including grants, private fundraising, donations to our 501(c)3 organization, *The Friends of the Maryland State Archives*, and through the support of the Archives Endowment.

Mr. Baker expressed his gratitude to the organizations which have already pledged support, including: Four Rivers: The Heritage Area of Annapolis, London Town and South County, and The Sons of the American Revolution.

Delegate Rosenberg moved to approve a resolution of appreciation for Kevin Swanson's service to the Archives; congratulations to Ms. Baringer, Mr. Lewis, Mr. Watson, Ms. Davis, and Mr. King; and an endorsement of the new initiatives, with the Commission's gratitude toward their funding organizations. Dr. Bell seconded and the motion passed unanimously.

Forum for History and Culture Organizations

Dr. Robert Schoeberlein, Acting City Archivist, Baltimore City, reported that the Archives had conducted an "environmental scan" of organizations known to collect and house records, artifacts, and artistic property in public and private institutions. The Archives received 120 responses, and subsequently hosted two forums to initiate communication and cooperation among the participants. Thirty groups were represented at the first forum and twenty-three at the second.

Four issues were found to be of primary concern to all forum participants: funding, conservation of records and artifacts, storage capacity, and storage conditions. Many institutions also have had documents and objects in their collection for many years for which no Deed of Gift exists, limiting the rights of the institution in managing the collection. Legislation will be introduced to consider this material abandoned property.

One significant outcome of the forums was the reestablishment of the Maryland History and Culture Collaborative, which will provide a clearing house for organizations to assist and partner with each other. An example of such assistance is the Maryland Historical Society's initiative to offer mini-grants to organizations so small that they might not be eligible for federal grants or might not have the resources to apply.

Dr. Schoeberlein thanked forum collaborators Michelle Gallinger, the principal of Gallinger Consulting and formerly of the Library of Congress, Burt Kummerow, Founder of the Maryland's Four Centuries Project, and Doug McElrath, Director of Special Collections, University of Maryland College Park.

Blacks of the Chesapeake Collection

Corey Lewis, Director, Constituent and Interagency Services, reported that the Archives has partnered with Vince Leggett to preserve a Local Legacy Collection, "Blacks of the Chesapeake."

Blacks of the Chesapeake documents African-Americans who worked or continue to work in the maritime and seafood processing industries in the Chesapeake Bay region. Archives staff assisted in the rehousing and transfer of over 40 record center boxes to our Rolling Run facility. Five students from Anne Arundel County Public Schools were selected for summer internships and trained to inventory the collection. The successful effort created a detailed inventory which is currently being reviewed by our Special Collections department prior to being added to the special collections database.

Mr. Lewis noted that the Archives continues to work with Blacks of the Chesapeake to identify grants and funding to digitize this collection. He thanked Johns Hopkins University for VHS digitization of the collection and Digital Maryland Online (Enoch Pratt), which has agreed to host the digitized images when available.

Mr. Lewis stated that this model can be used to assist with the development and preservation of other community collections.

State House Visitor Experience Master Plan:

Update on Statues of Harriet Tubman and Frederick Douglass

Elaine Rice Bachmann, Deputy State Archivist, reported that these new sculptures have been completed in clay and are now being cast in bronze for installation in the Old House of Delegates Chamber. A Joint Session of the Legislature will convene on Monday, February 10, 2020 to unveil the statues. A public celebration with special programming is scheduled for Saturday, February 15.

E-commerce

Mr. Swanson reported on the launch of a new e-commerce system in August. He also noted the creation of streamlined finding aids for birth, death, and marriage records held by the Archives, and the continued emphasis on providing online access to indexes to aid patrons in their search for documents. Together, these improvements have had a marked, positive impact on the timely fulfillment of order requests for documents urgently needed to meet REAL ID requirements.

The REAL ID Act established specific minimum federal standards for state-issued driver's licenses and ID cards. Enforcement of the REAL ID Act at the card level begins on October 1, 2020, and this looming deadline has resulted in a dramatic increase in requests to the Archives for copies of marriage, divorce, and name change documents.

Mr. Swanson noted that CY2019 requests for such documents increased by nearly 48% over CY2018. This increased demand for constituent services has meant increased demands on fulfillment staff. The institution of the e-commerce system, combined with more efficient access to finding aids, will help alleviate some of the workload associated with REAL ID requests.

Mr. Swanson acknowledged the staff team effort that went into the development of the e-commerce system and enhanced finding aids, which has resulted in the more efficient fulfillment of order requests.

19th Amendment Commission Updates

Emily Oland Squires, Director, Research, Outreach, and Reference Services, noted that the Archives has been a member of the Maryland's Commission on the Commemoration of the 100th Anniversary of the Passage of the 19th Amendment to the United States Constitution for six years. The next commemorative marker unveiling will be in Baltimore City on November 23, followed by a March 2020 ceremony to honor the movement at Goucher College.

University of Maryland iSchool Grant Partnership

Ms. Oland Squires reported that the Archives continues its partnership with the University of Maryland College Park iSchool and Digital Curation and Innovation Center. These two organizations hosted a two-day conference at the Archives, with participation from students from the iSchool and King's College in London, and the United Kingdom National Archives. The goal of this partnership is to explore how compiling data from important record groups can help us understand new facts about people and places from history that cannot be seen without looking at the data in the aggregate.

Summer Internships

Ms. Oland Squires thanked internship sponsors St. John's College, the Sons of the American Revolution, Washington College, the Michael Kurtz Foundation, and Anne Arundel County Public Schools for providing direct funding for the program.

Records Officer Training

Ms. Baringer reported that Archives and Records Management staff have conducted four regional training sessions between June and October. A total of 128 attendees benefited from the training sessions, included representatives from State, county, and municipal agencies.

Planning for 2020 training is underway, and online training material is available. Mr. Swygert noted that municipalities, with scarce records management resources, found the training especially beneficial. Mr. Baker stressed that a sound records management program made agency response to Public Information Act enquiries far easier.

Thurgood Marshall Memorial

Catherine Rogers Arthur, Senior Curator and Director, Maryland Commission on Artistic Property, reported that the State House Trust has approved a design for the re-installation of the Memorial at Lawyers' Mall. Interpretive panels on the Memorial have been added to the temporary installation of the Marshall sculpture at the Robert C. Murphy Courts of Appeal building, and on a banner at the Lawyers' Mall construction site. The memorial is to be re-installed in advance of the 2021 Legislative Session.

New Acquisition

Ms. Rogers Arthur reported that a gift of the ship's clock from the USS Maryland is in process.

Conservation / Installations

Ms. Rogers Arthur reported that conservation of the portrait of *Queen Anne* (MSA SC 1545-1073) has been completed and the portrait installed in the hallway outside of the Governor's Reception Room.

Detailed photography of the *USS Maryland* silver service on display in the Senate Caucus Room has been completed, and these photographs will be available on the Archives website as well as the DGS website.

William Arthur Smith murals of *Lord Baltimore*, *Charles Willson Peale*, and *George Washington* were conserved, framed, and installed on the second floor of the Casper Taylor House of Delegates Office Building.

The Simmie Knox portrait of Verda Welcome (MSA SC 1545-2824) has been conserved and is being lent to the Banneker-Douglass Museum for the celebration of the fiftieth anniversary of the founding of the Maryland Commission on African American History and Culture. A high-resolution scan of the artwork will be presented to the Banneker-Douglass museum at the conclusion of the loan. Ms. Rogers Arthur thanked Senate President Mike Miller for providing personal financial resources to make this possible.

The portrait of retired state archivist Dr. Edward C. Papenfuse has been installed as part of the permanent exhibits in the Archives' lobby.

Highlighting Several Significant Gifts to Special Collections

Maria Day reported that the Archives has received a donation of personal papers from politician and lawyer Stephen H. Sachs. Several boxes in the collection include the papers of his late wife, Sheila K. Sachs. Delegate Rosenberg corrected the meeting Agenda by noting that Mr.

Sachs served in both the Johnson and Nixon administrations. The Sachs Collection (MSA SC 6242) is currently being processed.

The Archives has also received a gift from the estate of educator and historian Willard Mumford of Annapolis. The donation includes Maryland colonial currency, Civil War letters, and pictorial postcards. The Archives' library has also received a substantial donation of Mr. Mumford's books. Ms. Day thanked Mrs. Elaine Lineback Mumford for the gift of this collection.

Baltimore City Archives

Administrative Initiatives

Dr. Schoeberlein reported that the Department of Legislative Reference has drafted a revision of the Baltimore City Code as it pertains to the City Archives operations. He also noted that Ms. Geri Byrd, Office of the Mayor, has been appointed as the Mayor's liaison to the City Archives.

Outreach

Dr. Schoeberline acknowledged the important contributions of Laurel Cemetery Project volunteers in compiling a comprehensive list of the thousands of burials that took place at the now defunct Laurel Cemetery.

Recent Gifts, Deposits, & Acquisitions

Report on records received since last Hall of Records Commission meeting:

Records Received:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc_records_received_fall_2019.pdf

Special Collections:

https://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000050/hrc_special_collections_report_fall_2019.pdf

Government Reports and Publications Accessions:

https://msa.maryland.gov/msa/refserv/govpub/egovpubs_accessions/egovpubs_accessions.html

Library Accessions:

<https://msa.maryland.gov/msa/refserv/library/accessions/html/accessions.html>

The Chair moved to approve the resolution of appreciation for all recent gifts and the motion was unanimously approved.

Forthcoming Special Meetings of the Commission & Events of Interest

Mr. Baker drew the Commission's attention to two events in which Commission members will provide presentations as part of the Archives' Lunch and Learn outreach program. On January 22, Dr. Richard Bell will present on *Stolen: Five Free Boys Kidnapped into Slavery and their Astonishing Odyssey Home*, and on March 18, Dr. Ida Jones will present on *Baltimore Civil*

Rights Leader Victorine Q. Adams: The Power of the Ballot. Both sessions will be held in the Archives' Conference Room at noon.

Mr. Baker also noted with regret the passing of retired Archives' staff member Elaine Hunt and offered his condolences to her family.

Next meeting - Upon the call of the Chair.

Adjournment - The meeting was adjourned at 1:10

Mr. Timothy D. Baker
State Archivist and Commissioner of Land Patents
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